

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Operations Manager GR: CC FLSA: EX DATE: 9/20/07
DEPARTMENT: Public Works DIVISION: General Services
REPORTS TO: Dir. of Public Works APPROVED: _____ JOB CODE: 7080

GENERAL DESCRIPTION:

Under administrative direction and general operating standards, plans, implements and directs a comprehensive public services program that will insure sound development, maintenance and service to the public consistent with City Commission policy and with federal and state regulations; directs sanitation, streets & traffic, flood control, central garage, landfill operations and related functions. Performs difficult work requiring significant interpretive judgement in variation from established procedures and standards.

TYPICAL DUTIES:

Plans, directs and coordinates a comprehensive public works division designed and implemented to assure the services are being provided at the highest quality level; establishes and recommends overall goals for the division; administers and supervises functions including: flood control, solid waste collection, street maintenance and traffic control, equipment maintenance, and landfill operations; directs the division to assure effective use is being made of all available personnel and equipment; establishes priorities for short and long range projects and coordinates implementation as may be required; develops, prepares and recommends a comprehensive budget program and supporting data; works closely with consulting engineers, government agencies, developers and others; recommends equipment purchases of new and replacement items; manages various buildings and facilities; conducts special studies as required; receives and answers citizen's complaints and inquiries; administers personnel matters in the division, including screening, appointment, discipline, evaluation of performance and related matters; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Directs a large division in city government; responsible for overall supervision and direction of a large number of technical employees.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to a bachelor's degree in public/ business administration, engineering or related field plus significant supervisory experience in public works, local government or comparable private sector experience. Possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public.
(Daily)

Effectively conduct studies and investigations. (Daily)

Effectively communicate orally and in writing. (Daily)

Effectively assign and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Monthly)

Prepare sound and accurate budget recommendations and maintain expenditure within budget.
(Daily)

Maintain and apply extensive knowledge of current equipment, materials, policies, practices relative to the design, construction and maintenance of streets, alleys, and storm drainage. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information.
(Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Minimal frequency

Walking: Frequent walks short distances

Stooping/Bending: Occasional bending, stooping and twisting

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceives nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Usually controlled

Wet/Dry: Usually controlled

Noise/Vibrations: Office equipment and construction noise

Hazards: Occasionally exposed to traffic safety and construction areas

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen and apply information and instructions.

Ability to understand and apply mathematical concepts accurately.

Ability to organize information for concise written and oral presentation.

Ability to organize files.

Ability to operate, comprehend, and apply computer software principles.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer, printer, fax, copy machine, blueprints, and calculator.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.